Best Practice No.1

Title of the practice: Teacher Guardian Scheme

Goal: Continuous monitoring of academic performance of students including their attendances and performance in internal exams.

The practice:

➢ The institute has a **"Teacher Guardian (TG)"** scheme for all First, Second, Third and Final Year students. Under this scheme, one faculty is appointed for every 20-25 students as their Teacher Guardian.

➢ The role of the faculty as Teacher Guardian is to continuously monitor the academic performance of 20-25 students such as daily attendance for the lectures and practical. TG reports his/hers absenteeism to their parents telephonically.TG monitor their performance in internal examinations and conduct meetings with them regularly to discuss and address their academic as well as personal problems.

➢ The slow learners are identified by respective TG based on academic monitoring. The extra classes are arranged as per the requirements.

➢ The details of the above work are maintained in a booklet by the respective teacher guardian.

➢ The record is transferred to next TG for better understanding of history of individuals.

Context:

➢ Parents are regularly informed by letters, text messages and phone calls about the performance of their ward by his/her TG and thus they are also involved in this process.

➢ Teacher Guardian note the problems faced by the students like poor academic performance, problems related to infrastructural facilities, and even personal problems also discussed to bring solution for the same.

➢ The Teacher Guardian acknowledges and addresses these problems to motivate and guide the students. Knowing the student personally and communicating with him/her like a

guardian develops a personal connect between them which is the main goal of this program. This in turn develops a sense of confidence, support and security in the students

and they become strong to face the academic challenges.

➢ All these activities undertaken by the TG's like call records to the parents, TG meetings, minutes of the meetings, student performance etc. are recorded in a booklet which is maintained by each and every Teacher Guardian.

Problems Faced and Resources Required:

➢ The problems encountered are as follows:

➢ Impart sense of guardianship in the faculties for increased effectiveness of the "Teacher Guardian" scheme.

➢ Adequate time is not available during college hours for conducting meet but this was overcome by conducting meeting after college hours.

➢ Initially the students were wavering to speak about the problems then TG made them speak out by talking with them in informal way.

Evidence of Success:

➢ Many of the problems faced by the students have arrised in the TG meetings and they have been addressed by the faculty members.

➢ Problems like need of maintenance of fans and tube lights in class rooms in various departments, etc. came up in the TG meetings and subsequently, the maintenance was carried out.

➢ Students had difficulty in understanding the teaching of few staff members based on the feedback collected from students. The concerned faculty members were counselled by the Head Of department (HOD) and improvement was observed.

➢ At the time of examination period students wanted to use library beyond college hours so library was open from 08:00 am to 08:00 pm.

Best Practice No.2

Title of the practice: Student Training Program (STP) and Value added Programs (VAP)

Goals:

➢ The student training program makes the student ready for placement or for entrepreneurship.

➢ It is one of the important objectives of the institute to develop the students get placed in good companies in their field of specialization. Thus the college carried out activities like practicing for exams such as Aptitude Test, Group Discussion (GD), General Knowledge, Current Affairs, etc.

➢ The aim of the program is to enhance the quality of the students by empowering them with all required skills to make them globally competent.

➢ The objectives of the STP are to:

  Enhance the employability.

  Prepare students for entrepreneurship.

  Prepare students for higher education

The practice:

➢ Aptitude Enhancement: Aptitude Tests are important to prospective job seekers in today's competitive job market. By cracking this exam employers can get opportunity to go for interview or for next level.

➢ General knowledge: General knowledge contributes to personal enrichment, and a better understanding of the world as a whole.

➢ Awareness about current affairs: Current affairs refer to the important incidents those have occurred and hold social importance in the world. The important role of current affairs can be evident with the various eligibility criteria adopted by the job sector, where individuals are hired based on their knowledge of their surroundings.

➢ Developing domain knowledge: To get a good job student requires domain knowledge and that is acquired in the organization. Strong foundation in domain knowledge is a stepping stone to further learning.

➢ Technical skills: Many companies today hire employees by looking at their computer literacy. Many companies today use different software, considering the same need we trained our students to use these software.

All the activities of the student training program are conducted by faculty who has their expertise in respective areas.

"Interview Techniques", "Personal and Career Goal Setting", "Behavioural Skills", "Public Speaking", "Presentation Skills", "Resume Writing", "Listening Skills", "Group Discussions", "Report Writing", "Signal Processing , "Programming Language", "Electronic Circuit Design", "Embedded System Design", "Assembly and disassembly of Mechanical system like I/C engine and M/C Tool System", Skills in varies processes involve in mechanical system like RAC equipment, Hydraulic Pneumatic system these programs have been conducted by various department.

Context:

➢ The aim of Student Training Program (STP)is to improve the employability level of students by enhancement of technical and soft skills so that they can serve the industry better.

➢ The overall skill development of students is the heart of the program. In second year itself, students are trained in soft skills and communication skills which are vital from employability point of view. STP and VAP are conducted in Final year of the course.

➢ Following STP and VAP has been conducted

Sr. No.	Name of Program
Department of Mechanical Engineering	
1	Online Training on Altair Hyper work
2	Workshop on Fast Fourier Transform
3	Seed Training Program on soft skills
Department of E&TC Engineering	
1	IOT using Raspberry Pi
2	Seed Training Program on soft skills
Department of Computer Engineering	
1	Skill development workshop
2	Course on Android technology
3	Course on Hadoop technology
4	Course on software defined network
5	Course on web technology
6	Seed Training Program on soft skills
7	Seed Training Program on JAVA
Department of Civil Engineering	
1	Course on Rivet software
2	Course on Microsoft project management
3	Course on Hit Office ERP
4	Seed Training Program on soft skills

Problems Faced and Resources Required:

➢ To cope up with the daily updates and knowledge about the current requirements in industry as well as society needs, this is difficult to cover in teaching learning process of the Institute.

➢ To cover up above problem VAP is required to be conducted in parallel with regular academics. Extra sessions from industry experts are normally arranged.

➢ Students are heavily charged for such professional training.

➢ So to overcome this problem, it is necessary to give VAP inputs to the students to cope up with industrial requirements and make them ready for placement. Introduction of STP and VAP have solved majority of these problems with minimum expenditure and removed unnecessary financial burden on the students.

• Industry Experts are invited for the sessions, workshops & seminars.

• Well-equipped laboratories are providing to conduct the same.

Evidence of Success:

➢ It is observed that with regular practice the students get better understanding of various activities being carried out. There is seen a steady rise in scores amongst all the students. Also it has reflected in review from the company panels coming for interview. Students get better placements in terms of profile and package.